

Subject: Fwd: EFT/ACH transfer
From: Rita Moreno <rita.moreno@lacity.org>
Date: 02/15/2018 12:51 PM
To: Tara Devine <tara@venicebeachbid.com>
CC: Shannon Hoppes <Shannon.Hoppes@lacity.org>

Tara,

I'm forwarding the email with the attached template for the quarterly reports we discussed yesterday.

Let me know if you have any questions.

Rita

----- Forwarded message -----
From: **Rita Moreno** <rita.moreno@lacity.org>
Date: Thu, Dec 14, 2017 at 9:44 AM
Subject: Re: EFT/ACH transfer
To: Tara Devine <tara@venicebeachbid.com>

No worries.

FYI: We have not received any quarterly reports or newsletters. The contract was executed and effective on May 31, 2017 so the first report required covers the 2nd quarter and was due July 31 for April - June. The 3rd quarter report was due October 31, 2017 and the 4th quarter on January 31, 2018. You'll need to submit the 2nd and 3rd quarter reports and any newsletter or notification that went out to your stakeholders for each of those quarters.

I've attached a template in case you need one.

Thanks.

Rita

On Wed, Dec 13, 2017 at 7:20 PM, Tara Devine <tara@venicebeachbid.com> wrote:

Thank you very much for checking up on that. Sorry for any confusion.

After reading this reply, I am beginning to suspect that it's what I named the file when I saved the last City transmittal (I like file names that tell me what something is without having to open the file, so I have a tendency to rename meaningless file names, such as those that are the default names/numbers assigned by many systems and PDF scans, etc. The funny thing is that I

thought it was an actual report name (I have no recollection of so renaming it.) I spent 10 years in government, so it figures that I would name it something that sounds like an official report, and then before emailing you, I went to see what it was named so I could be precise in asking for it. Ha.

Sorry for the confusion - accidental!

On Wed, Dec 13, 2017 at 3:06 PM, Rita Moreno <rita.moreno@lacity.org> wrote:

Tara,

It looks like the EFT has been set up and you should be receiving a transmittal this week. I'm not sure what the Assessment Revenues Available Report is. I've asked our billing and accounting sections and neither one has a report with this title. Can you give me more information?

Thanks.

Rita

On Wed, Dec 13, 2017 at 11:07 AM, Tara Devine <tara@venicebeachbid.com> wrote:

Thank you very much!

On Wed, Dec 13, 2017 at 10:52 AM, Rita Moreno <rita.moreno@lacity.org> wrote:

Tara,

I'm checking on it and will let you know.

Rita

On Mon, Dec 11, 2017 at 6:33 PM, Tara Devine <tara@venicebeachbid.com> wrote:

I wanted to follow up to see:

- 1) if the ACH/EFT transfer setup is now complete
- 2) if any 2018 revenues are available for invoicing (I haven't seen an Assessment Revenues Available Report, and am unsure of the timing of its issuance)

Thanks!

On Tue, Oct 17, 2017 at 7:01 PM, Tara Devine <tara@venicebeachbid.com> wrote:

Great, thanks for the update. I'll check back in a few weeks.

On Oct 17, 2017 11:28 AM, "Rita Moreno" <rita.moreno@lacity.org> wrote:

Tara,

The EFT has not yet been set up. Accounting is working on it now.

Rita

On Mon, Oct 16, 2017 at 9:22 PM, Tara Devine

<tara@venicebeachbid.com> wrote:

I just wanted to follow up and see if this setup has been completed. Thanks!

On Thu, Sep 21, 2017 at 9:21 AM, Tara Devine

<tara@venicebeachbid.com> wrote:

I happen to be coming in for a 3pm meeting today, so I plan to drop those off in person. Thanks!

On Sep 21, 2017 7:57 AM, "Rita Moreno"

<rita.moreno@lacity.org> wrote:

Thank you, Tara. As I mentioned, we do need the original hard copy together with a voided check. As soon as I receive them, I will submit for processing.

On Wed, Sep 20, 2017 at 6:29 PM, Tara Devine

<tara@venicebeachbid.com> wrote:

Thank you, Rita, for identifying that. I have very complete files, but couldn't locate a vendor #. If you email it to me when you identify it, I'll add it to my files so I have it for the future -- in case it's needed again.

The first attachment is the executed form. I am authorized to execute this form on behalf of VBPOA. Our Board President, Mark Sokol, and Treasurer, Steve Heumann, are cc'd here as you suggested.

The second attachment is from our bank. They asked me to furnish it to anyone who is ever doing an ACH transfer to us. It's mostly duplicative to the City form, but kindly attach it to the form as it does contain a little extra information that might be important (please see the highlighted line.)

Thank you very much. Please let me know if you need anything else to process this.

On Wed, Sep 20, 2017 at 5:16 PM, Rita Moreno

<rita.moreno@lacity.org> wrote:

I'm not sure what your City of L.A. vendor number is,

but attached is the W-9 and BTRC you submitted. Leave the L.A. vendor number blank and I'll figure it out.

On Wed, Sep 20, 2017 at 3:55 PM, Tara Devine
<tara@venicebeachbid.com> wrote:

Thank you. I will send it shortly as you requested. I've combed our docs, but am having trouble locating our vendor #. (I have our contract # but I doubt it is the same.)
If you provide it, I will add it to our files.

On Wed, Sep 20, 2017 at 1:43 PM, Rita Moreno
<rita.moreno@lacity.org> wrote:

Hi Tara,

If you want to sign for the BID, after completing the form, please send it to me electronically letting me know that the original hard copy will be sent via USPS or dropped off or whatever and together with a voided check, and copy the president / chair of the board and the treasurer.

I will keep the email as proof of authority to set up the EFT.

Thanks.

Rita

On Tue, Sep 19, 2017 at 5:21 PM, Tara Devine
<tara@venicebeachbid.com> wrote:

Thanks!

On Sep 19, 2017 5:20 PM, "Rita Moreno"
<rita.moreno@lacity.org> wrote:

I think it might have to be the authorized signatories as stipulated in the contract. I'll confirm with Accounting tomorrow.

On Tue, Sep 19, 2017 at 5:17 PM, Tara Devine
<tara@venicebeachbid.com> wrote:

I am also authorized to do this from our bank's perspective if that is relevant.

On Sep 19, 2017 5:16 PM, "Tara Devine"
<tara@venicebeachbid.com> wrote:

Thanks - one question.

The form says authorized principal signature. I am authorized from the Board's POV as their official Interim CEO.

Am I authorized from the City's perspective or does it require Board execution?

On Sep 19, 2017 4:14 PM, "Rita Moreno" <rita.moreno@lacity.org> wrote:

Hi Tara,

Attached is the form you need to complete and return with a voided check. See the instructions included therein.

Rita

On Fri, Sep 15, 2017 at 4:58 PM, Tara Devine <tara@venicebeachbid.com> wrote:

Hi, Rita:

I wanted to loop back with you and get the paperwork to set things up so that future Venice Beach BID assessment revenue can be received via EFT transfer rather than check.

Please send me the form(s) and any instructions when you have a chance.

Thanks, and have a great weekend!

Warmest regards,
Tara

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Rita Moreno
City of Los Angeles
Office of the City Clerk
Neighborhood and Business Improvement

District Division
[200 N. Spring Street, 2nd Floor #237](#)
[Los Angeles, CA 90012](#)
[Office \(213\) 978-1122](#)
Fax [\(213\) 978-1130](#)

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Rita Moreno
City of Los Angeles
[Office](#) of the City Clerk
Neighborhood and Business Improvement District
Division
[200 N. Spring Street, 2nd Floor #237](#)
[Los Angeles, CA 90012](#)
[Office \(213\) 978-1122](#)
Fax [\(213\) 978-1130](#)

--

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[Los Angeles, CA 90012](#)
[Office \(213\) 978-1122](#)
Fax [\(213\) 978-1130](#)

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[Los Angeles, CA 90012](#)
[Office \(213\) 978-1122](#)
Fax [\(213\) 978-1130](#)

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Rita Moreno
City of Los Angeles
[Office](#) of the City Clerk
Neighborhood and Business Improvement District Division
[200 N. Spring Street, 3rd Floor #395](#)
[Los Angeles, CA 90012](#)
[Office \(213\) 978-1122](#)
Fax [\(213\) 978-1130](#)

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Rita Moreno

City of Los Angeles
[Office](#) of the City Clerk
Neighborhood and Business Improvement District Division
[200 N. Spring Street, 3rd Floor #395](#)
[Los Angeles, CA 90012](#)
[Office \(213\) 978-1122](#)
Fax [\(213\) 978-1130](#)

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Rita Moreno
City of Los Angeles
Office of the City Clerk
Neighborhood and Business Improvement District Division
200 N. Spring Street, 3rd Floor #395
Los Angeles, CA 90012
Office [\(213\) 978-1122](#)
Fax [\(213\) 978-1130](#)

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Rita Moreno
City of Los Angeles
Office of the City Clerk
Neighborhood and Business Improvement District Division
200 N. Spring Street, 3rd Floor #395
Los Angeles, CA 90012
Office (213) 978-1122
Fax (213) 978-1079

— Attachments: —

Quarterly Report - MOCK SAMPLE rev 6-21-17.docx

265 KB